

CSC Adopted: June 2001 , CSC Revised: _____

Class Title: Legal Executive Coordinator**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides administrative, paralegal, and computer support to the Department of Law. Conducts legal research, performs data processing, and maintains and upgrades legal programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists with the management of the department by selecting office work methods and procedures, setting performance standards for staff, evaluating work performance, evaluating job applications and participating in interviews, making hiring recommendations, serving on committees, supervising the closing of law files, entering data into the system, making recommendations for improvement to the computer system, collecting and analyzing statistical data to assess current operations and activities, preparing reports, drafting memos and letters, and providing guidance to staff.
2	S	Maintains computer systems and trains staff to use software by verifying entered information for accuracy, troubleshooting problems, assisting staff with the retrieval of files, and recommending improvements to the system.
3	L	Provides paralegal assistance by drafting correspondence, agreements, ordinances, and other documents, scheduling hearings, issuing subpoenas, reviewing court files and jury lists, meeting with clients and witnesses, reviewing legal documents and recommending action, researching and assembling data, attending hearings, monitoring office compliance with policies, and providing assistance as needed.
4	S	Processes claims by reviewing accident reports prepared by staff, determining how a claim should be handled, assigning claims to the proper party, entering claims into system, coordinating tasks with insurance companies and adjusting firms, monitoring the payment of claims, preparing transmittals, and training staff on recording claim information.
5	S	Assists with budget preparation by reviewing overall budget needs, providing statistical data and drafting summary statements, consulting with Information Technology to update and purchase computer equipment.

CSC Adopted: June 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years experience as a Legal Assistant.
Certifications and Other Requirements	Valid Operator's Driver's License, Legal Assistant Certificate
Reading	Work requires the ability to read technical manuals, and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write correspondence, legal documents, policies and procedures, and various reports.
Managerial	Managerial responsibilities include prioritizing work flow, maintaining computer operations, and managing staff.
Budget Responsibility	The Incumbent prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City such as Human Resources, and Information Technology, which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from office equipment, to/from meetings
Lifting	F	Boxes, computer equipment, files, paperwork, books, office supplies
Carrying	F	Boxes, computer equipment, files, paperwork, books, office supplies
Pushing/Pulling	F	File cabinet drawers, chair, boxes
Reaching	F	Boxes, books, computer cables
Handling	F	Boxes, computer equipment, files, paperwork, books, office supplies
Fine Dexterity	C	Computer keyboard, telephone keypad, writing
Kneeling	F	Retrieving files, boxes, installing computer equipment
Crouching	F	Retrieving files, boxes, installing computer equipment
Crawling	F	Accessing computer hardware, boxes
Bending	F	Retrieving files, using office equipment, lifting boxes
Twisting	F	Answering telephone, retrieving files
Climbing	F	Stairs
Balancing	F	Stairs
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, attorneys, citizens, outside agencies, telephone, meetings
Talking	F	Staff, supervisor, attorneys, citizens, outside agencies, telephone, meetings
Foot Controls	R	Dictaphone
Other (specify)	N	

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Dictaphone, copy machine, fax machine, telephone, computer, Standard Microsoft Windows and Office software, Word Perfect, Legal research software, Internet, AFIN, PeopleSoft, LaserFiche, scanner, laser or inkjet printer, Pistol 2000, VCIN

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)